

# Writing Effective Employment Plans

## Employment Plan Sections:

Financial	Housing	Health: Chemical
Child Behavior	Child Support	Health: Mental
Child Care	Education	Health: Physical
Child Protection	Job Search	Rehab Services
Employment	Legal	

## MFIP/DWP EMPLOYMENT PLAN TYPES

### Pre 60 month plan types:

**Employment Plan:** Use this when the participant is in a “regular” employment plan. There are no deviations from the range of expected performance and they do not qualify for FSS.

### **Minor Parents (17 or younger without a HS diploma or GED)**

**Employment Plan – 18-19 year old, no HS Diploma/GED:** Use this when the participant is 18-19 years old without a HS Diploma/GED and selects the education option.

**Employment Plan – Reduced Hours/Good Cause:** There are circumstances where participants meet good cause and therefore, need the hours of their plan to be reduced. (Does not otherwise fit into any of the “FSS/modified plan” criteria).

#### Incorrect Use: Do NOT use when....

- Long term, (recommend no longer than 3 months).
- To justify the reduced hours in the plan, only meeting good cause can justify the need.
- To eliminate the need to complete the assessment and diagnostics.

## **Pre 60 month plan types (continued):**

**Employment Plan – Family Stabilization Services:** Identify services, supports, training and accommodations needed to address barriers. These are the same as regular employment plans, but WPR does not play a role in setting activities.

FSS – Age 60 or Older

FSS – Applying for SSI/RSDI

FSS – Developmental Disability

FSS – Family Violence Waiver:

FSS – Ill, Injured, or Incapacitated

FSS – In the Country 12 Months or Less

FSS – Learning Disabled

FSS – Mentally Ill

FSS – Needed in the Home

FSS – Participants with an IQ below 80

FSS – Special Medical Criteria

FSS – Unemployable

## **Post 60 months (hardship extensions) plan types:**

### **Family Stabilization Services:**

FSS – Hard to Employ – Developmental Disability

FSS – Hard to Employ – Family Violence Waiver

FSS – Hard to Employ – Learning Disabled

FSS – Hard to Employ – Mentally Ill

FSS – Hard to Employ – Participants with an IQ below 80

FSS – Hard to Employ – Unemployable

FSS – Ill, Injured, or Incapacitated

FSS – Needed in the Home

FSS – Special Medical Criteria

**Working:** Use this for participants who are extended for working at least 30 hours a week for a single parent and at least 55 hours combined for a 2 parent family.

**Working limited hours:** Use this for participants who are working limited hours due to a disability and are extended in this category.

# REDUCED HOURS DUE TO GOOD CAUSE

There are circumstances where participants meet good cause and therefore, need the hours in their EP to be reduced. Use when the participant meets good cause and good cause is the reason for the reduced hours.

Do **NOT** use on a long term basis, (no longer than 3 months) or to justify the reduced hours in the plan.

## Follow the guidelines below for determining good cause:

- It is your participant's responsibility to offer "good cause" reasons for failure to comply. Information on the opportunity to show good cause is provided at the overview of Employment Services on the Employment Services Responsibilities, Rights and Consent ([DHS-3172](#)) form and on the MFIP Notice of Intent to Sanction ([DHS-3175](#)) form. If you are aware that good cause applies, even if the participant has not claimed good cause, verify and document the reason and work with the participant to decide on what the next step should be. **Do not impose a sanction.**
- Use professional judgment in deciding what circumstances justifies verifying a good cause claim and in determining the length of the claim. You may request formal verification (medical statements, proof of judicial proceedings, and documentation of participation in acceptable activities) if the good cause claim is questionable or if using good cause becomes a pattern.